

## SPECIFICATION AMENDMENTS

Page 1, lines 4-5:

A1 This patent application claims priority under 37 CFR 1.78 of Provisional Patent Application No. ~~(Not yet assigned)~~60/178441 filed on 27 January 2000.

Page 6, lines 11-12:

A2 It is another object of the present invention to provide an enhanced job analysis system that complies with the Americans with Disabilities Act (ADA) requirements.

Page 6, line 17, add the following header and paragraph:

### BRIEF DESCRIPTION OF THE DRAWING

A3 FIG. 1 is a screen capture of an illustrative example of an embodiment of a physical demands analysis for the job analysis database suitable for the present invention.

Page 8, lines 17-28:

A4 A second improvement provided by the present invention is the inclusion of certain functions required by the ~~Americans with Disabilities Act (ADA)~~ that are not included in job analyses produced by other entities. For example, in part due to the rise in computer usage, which has resulted in an increase in hand and arm injuries, the job analyses of the present invention includes a section dedicated to analyzing arm and head injuries due to computer usage. A third improvement provided by the present invention is the ability to add additional requirements and/or variances for a particular employee performing a particular job. When looking at a particular job on a nationwide basis, slight variations in the job requirements may exist due to regional, gender or age differences. For example, part of one bank teller's written job duties may include carrying bags of coins from the teller stations to the bank vault for the other, less strong, tellers.

To create the physical demands analysis, first, the generic job title and the brief description are repeated from the job analysis summary. Second, generic sub-listings of the department of the company in which the job is and the generic task name are given. Third, as illustrated in FIG. 1, a three-part screen 12 is created with the first section 20 showing the tasks of the job, the second section 40 showing a pictorial representation of the tasks, and the third section 60 showing the physical requirements of the tasks 60. This screen 12 is repeated sequentially 12A, 12B, 12C to show each discrete task required to perform the job. Although these are the preferred steps, it will be recognized by those of ordinary skill in the art that all of these steps are not essential, and other steps can be added or substituted, without departing in scope from the invention.

A5 Referring now to Appendix C and FIG. 1, a representative physical demands analysis 10 is shown for the A Line Operator at an automobile seat assembly plant used as an example in the prior discussion of the job analysis. The position title is A-Line Sub Assembly Operator. The position description describes briefly what the A Line Sub-Assembly Operator is expected to do to perform the job properly. The department is given as A Line. The specific task that is the subject of the physical demands analysis is Cushion Trim to Foam.

The first section 20 of the three-part screen 12 is a written description 22 of the specific task, along with a listing of the physical functions 24 necessary to carry out the task. The physical functions preferably are divided into non-essential 26 functions and essential 28 functions. For the example task shown (1. Obtain Cushion Foam/Trim), there are physical functions. The first physical function 30, obtain cushion foam/trim from conveyor, is not designated as an essential function possibly because someone besides the A-Line Sub Assembly Operator could do this function. The second physical function 32, inspect for defects, is designated an essential function possibly because the A-Line Sub Assembly Operator must make the determination of whether the cushion foam/trim has defects.

The second section 40 of the three-part screen 12 is a pictorial representation 42 of the specific task. This pictorial representation can be one or more of several different types. The preferred type is a picture of the specific task as a

representative employee is performing it. A second preferred type is a video of the specific task as a representative employee is performing it. Alternative types include graphical depictions, such as stick or cartoon people, and animation showing the specific task as it is being performed. The video or animation can be played in this second section 40 while the screen 12 is being viewed. This second section 40 of the three-part screen 12 allows the physician or other appropriate person(s) to view an actual person performing the actual job, thus allowing the physician or other appropriate person(s) to make a better determination of whether the employee can perform the job.

AS The third section 60 of the three-part screen 12 is a written listing of the physical requirements of the specific task. This third section 60 comprises various charts 62, 64, 66 of the physical requirements of the task and can be customized for each task or job. As shown in the example of Appendix C and FIG. 1, three different physical requirement charts were deemed suitable for the specific tasks to be performed. The first chart 62 shows the motions or movements the shoulder, elbow, wrist and grip of the left and right arms that the employee needs to make to perform the task. The second chart 64 shows the force necessary to perform the task, and the motions of the back and neck that the employee needs to make to perform the task. The third chart 66 shows the hand height and forward reach that the employee needs to make to perform the task. Various other information can be included or substituted in the third section 60 as determined necessary or desirable by the physician or other appropriate person(s).

In conducting an on-site physical demands analysis, each element or task of the job is analyzed in terms of its physical demands. Tasks are photographed and/or videoed. Accompanying the pictorial representation is data regarding the physical demands. The physical demands noted for each task summarize the maximum physical demands for all of the elements necessary to perform that task. Strength requirements can be obtained using standard job analysis equipment including a tape measure to measure height and reach, a scale to measure weight, and a push-pull ergometer to measure push-pull forces. Preferably, weights and forces are measured three or more times and averaged.

The pictorial physical demands analysis component of the present invention as illustrated in the second section 40 shown in FIG. 1 includes pictorial representations of certain essential functions of a job. In the pictorial demands

15 analysis, the various action steps of an essential function are broken down and represented graphically by, for example, sequential pictures 42A, 42B, 42C, a video, graphical representations, or animation. Using this pictorial technique, one is able to view the physical aspects and essential functions of a particular job and formulate an opinion as to whether the employee is physically capable of performing the job. The pictorial physical demands analysis allows one to see what the actual worksite looks like and what movements a person will have to make in performing the job, eliminating the possibility that, for example, a physician will have to formulate a medical opinion without knowing what the actual worksite looks like. Thus, one is able to obtain a clear picture of what the person must do to perform the essential functions of the job.

---